

**CALIFORNIA ARTS COUNCIL**  
**CREATING PUBLIC VALUE PROGRAM**  
**2008–2009 GUIDELINES & APPLICATION**  
**DEADLINE: JANUARY 23, 2009 (POSTMARKED & ELECTRONIC)**



## BACKGROUND

The California Arts Council's (CAC) Creating Public Value Program (CPV) is designed to promote a framework for thinking about the intrinsic and instrumental benefits of the arts; and to recognize that the resources artists, arts organizations, and others bring to a community play a key role in making a positive contribution to the individual and collective lives of all Californians.

## PURPOSE

Through CPV, the CAC will partner with small California arts organizations in rural and underserved communities to champion the fact that the arts are of benefit to all Californians and are worthy of state and federal investment. The CAC defines public value as *making a positive contribution to the individual and collective lives of all Californians through the arts*. **In this context, CPV seeks proposals that address outcomes by utilizing the tools of the program identified as "The Three Rs:"**

- **Relationships** (building new or expanding existing partnerships);
- **Relevance** (to audiences and community by expanding public participation); and,
- **Return on Investment** (through public awareness, promote your organization's public value and economic impact to civic and political leaders, community supporters, audiences, and participants).

## ELIGIBILITY – Criteria has changed--please review carefully.

CPV supports small arts organizations based in rural or underserved communities to implement new or expanded projects. Your base of operations must be located within these communities. You may apply under one of two categories below.

### If Applying as Rural:

- Arts organizations and local arts agencies based in and serving rural communities (county populations of up to 200,000). See list of eligible counties below\*.
- Arts organizations with a continuous arts programming track record over the last two years.
- Non-arts organizations with an arts component must dedicate at least 50% of their budget for arts programming.

\* Organizations applying under "rural" must be based in one of the following counties:

*Alpine, Amador, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.*

### If Applying as Underserved:

- Arts organizations with budgets of up to \$500,000.
- Arts organizations with a continuous arts programming track record over the last four years. (Organizations whose primary focus is a single event, or events held over the course of a single day or weekend are not eligible to apply.)
- Non-arts organizations with an arts component must dedicate at least 50% of their budget for arts programming.

- In order to spread our limited grant dollars we have the following restrictions in this category:
  - Except for organizations that receive Artists in Schools (AIS) Planning grants, if you should receive funding from the CAC's AIS Program during the 2009-10 fiscal year, and are offered funding in CPV, you will need to choose between CPV and AIC funding.
  - Local arts agencies connected to city or county governments are not eligible to apply.

## **APPLICATION CYCLE**

- Deadline: January 23, 2009 (postmarked & electronic submission)
- Contract Dates: May 2009 – April, 2010

## **REVIEW CRITERIA**

A peer review panel will rank applicants based on CPV Criteria.

- *Quality of Arts Programs & Services:* Based on samples of artistic work & support materials, artistic personnel, & arts programming schedule of activities.
- *Managerial & Fiscal Competence:* Evidence of qualified administrative personnel and overall fiscal health.
- *Quality of Proposal:* Based on a clear, concise plan for Creating Public Value utilizing “*The Three Rs.*”
- *Community Impact:* Based on arts programs and services provided to rural or underserved populations.
- *Accessibility:* Based on efforts to promote accessibility to arts programs and services in compliance with the Americans with Disabilities Act (ADA).

## **GRANTEE REQUEST AMOUNT**

The Council will award grants of up to \$10,000. CPV requests cannot exceed an organization's total income based on its last completed budget.

## **MATCHING**

All grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate, private contributions, local or federal government, or earned income. Other State funds cannot be used as a match. A combination of in-kind contributions may be used to match CAC request.

## **WHAT WE DO NOT FUND**

- Non-arts organizations (unless 50% of budget is dedicated to arts programming);
- For profit organizations;
- Other state agencies;
- Programs not accessible to the public;
- Projects with religious or sectarian purposes;
- Organizations or activities that are part of the curricula base of schools, colleges, or universities;
- Indirect costs of schools, colleges, or universities;
- Trust or endowment funds;
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures);
- Out-of-state travel activities;
- Hospitality or food costs; and
- Expenses incurred before the starting or after the ending date of the contract.

## **RANKING PROCESS**

The panel's review of applications is a multi-step process and involves assigning numerical ranks to an application. The following is the ranking system used:

- 4 Designates an applicant as the highest priority for funding. “4” applications are considered to be “model” in stature and to meet all of the review criteria to the highest degree possible.
- 3 Considered good to excellent and receives funding after all “4” applications. This is a very good ranking and indicates a very solid organization that is approaching “model” status. It strongly meets the review criteria, however, some improvement or development is needed.
- 2 Considered to be marginally fundable. Funding, if available, may be awarded once all the “4” and “3” applications are awarded funding. These applications have some merit, however, they do not meet the criteria in a strong or solid way.
- 1 Not fundable under any circumstances; inappropriate for CAC support, extremely marginal in quality, etc. This application would not receive funding even if the funding were available.

Within ranking categories there is a possible “+” or “-” to indicate a greater or lesser degree of quality in the category. There is no “4+”, “1+”, or “1-” possible. Each ranking category and its gradations are translated into a wider numerical scale and all ranks are averaged to obtain the final ranking. Depending on the level of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided through this process.

## GRANTEE REQUIREMENTS

- To better educate our elected representatives on the value of the arts, you will be expected to include with your grant contract, copies of letters sent to the Governor and your State Senate, Assembly, and U.S. Congress representatives thanking them for your CPV grant.
- Use CAC and National Endowment for the Arts (NEA) logos on all printed, electronic materials, & websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.).
- Credit the CAC and the NEA on all printed & electronic materials and in any interviews with the media:  
*“This activity is funded in part by the California Arts Council, a state agency, and the National Endowment for the Arts, a federal agency.”*
- When no printed material is produced, verbal credit must be given.
- A Final Report summarizing CPV grant accomplishments will be required at the end of the contract period.

## STAFF ASSISTANCE

The Staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure you can be accommodated. **Contact Lucero Arellano, CPV Arts Specialist, at [larellano@cac.ca.gov](mailto:larellano@cac.ca.gov) or 916/322-6338.**

**APPENDIX**  
**New partnership with the California Cultural Data Project (California CDP)**

The California Arts Council, along with other public and private funders in California, is engaging in a new partnership with the Cultural Data Project and now requires applicants to complete a Cultural Data Profile through the California CDP Web site (<http://www.caculturaldata.org>).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grantmakers will only need to complete this form once each year.

**Participation in the California Cultural Data Project (California CDP) is required** for all California Arts Council applications. As part of the application process, it is also due to the California Arts Council by this application's deadline.

**Instructions for the Use of the California CDP:**

1. Your organization must be registered with the California CDP Web site and have created an organizational login ID and password.
2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

**Please note, your project budgets, narratives, and organizational budgets are NOT collected by the California Cultural Data Project and will remain part of the California Arts Council application.**

3. If this is your first year of use, you are asked to **complete a Cultural Data Profile for each of the two most recently completed fiscal years.** (Going forward, you will only need to provide one year of data.)
4. Once you have completed and submitted your Cultural Data Profile, go to the "Funder Reports" section of the California CDP Web site and print **this** application's Funder Report for the California Arts Council, and include it with your application materials. Relevant information from the applicant's Cultural Data Profile will automatically be included in the California Arts Council Funder Report. **Please be sure to review your Funder Report.**
5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the powerful User Reports.

The complete instructions for the use of the California CDP are available on the California CDP Web site. Please direct questions concerning the Cultural Data Profile to:

**California CDP Help Desk:**

Toll Free: 1-866-9-CAL-CDP

Email: [help@caculturaldata.org](mailto:help@caculturaldata.org)

The California CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm PST.

California CDP Web site: <http://www.caculturaldata.org>

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**Application Instructions**

Using “*The Three Rs*” as tools, CPV Program applicants will propose a plan to **expand Relationships** (building partnerships); **create greater Relevance** (to audiences and community by expanding public participation); and through public awareness, **promote the Return on Investment** (of the organization’s public value and economic impact to civic and political leaders, community supporters, audiences, and participants).

**Remember that your Proposal Narrative must be about strategies that propose an expansion or the incorporation of a new component to your current work. CPV is not for ongoing organizational support.**

**Preparing Application:**

Read instructions before completing the application. Incomplete and improperly submitted applications will not be considered. Fill out and complete all questions on application.

1. **CPV Application:** Fill out application form including your organization’s total fiscal activity for current budget year. These totals should reflect an operating budget, excluding In-Kind and Pass-Through Funds. If using a Fiscal Receiver, fill out appropriate section.
2. **Proposal Narrative:** Your answers to questions 1-3 will consist of a brief description of the current status of your organization, followed by your proposed strategy (ies) to enhance and/or expand your organization’s Relationships, Relevance, & Return on Investment to Create Pubic Value (If you cut and paste, use a 12-point font).
3. **Project Description & Budget:** The Project Summary combines proposed strategies described in narrative questions 1-3, indicating how grant monies would be used. Complete Budget section showing total grant projected expenses and sources of matching funds (1:1). If providing partial in-kind contributions, specify in-kind services and dollar value under Sources of Match, under “Other” line item.
4. **Organizational Budget Summary** includes current income & expenses (covering calendar year 2008 or fiscal year 2008-09).
5. **Schedule of Arts Programming for Current Fiscal (2008-09) or Calendar (2008) Year:** Briefly describe corresponding activities with date, location, & total audiences (1 page).
6. **CAC Funder Report for CPV:** Include your organization’s California Cultural Data Project’s (California CDP) report for this program. Report is generated at California CDP’s Web site (<http://www.caculturaldata.org>). Participation in the California CDP is required for all CAC applicants and consists of completing a Cultural Data Profile for your organization at California CDP’s Web site.
7. **Supplemental Forms & Attachments:**

- a. Short biographies (not resumes) of key Artistic & Administrative personnel, including any personnel to be hired in conjunction with the proposed request and label as such on the page (1 page, single space).
- b. Current list of Board of Directors with name, occupation & city (1 page, if applicable).
- c. Up to three (3) different supplemental materials generated within the past two years that best portray or define your organization, and provide an overview of current and last two seasons of arts programming. These may include brochures, programs, newsletters, support letters, etc.

**8. Documentation of Artistic Work (mandatory):** The quality of your organization's artistic work will be very important in evaluating your application. Panelists will spend up to five minutes reviewing your work. Send recent (last two years) documentation as indicated below, showing your work at its best. Do not send originals or your only copy of documented work. If you wish to have your materials returned, include a self-addressed envelope with adequate postage. **Describe the contents of your documentation using appropriate log form. For another option read below.**

As an alternative to mailing your work samples in the required formats, we encourage you to prepare excerpts of your work samples online (your website, YouTube, MySpace, Flickr, etc.) and include corresponding web link in your log(s) of artistic work. Make sure to fill out your work sample descriptions in related logs. CPV panel will use this link to review your work.

#### **Documentation of Artistic Work (based on your discipline)**

**Arts Service/Arts Education/Arts Presenters:** Fill out Current Arts Services log. Submit samples of work that apply in discipline-specific areas of service and attach corresponding log(s).

**Dance:** One DVD/video (vhs format) with excerpts totaling five minutes, representing your best work & cued appropriately.

**Interdisciplinary arts:** Maximum of 20 slides or images in a DVD/CD, or one CD/cassette or DVD/video (5 minutes) cued appropriately.

**Literature:** At least 6 copies of publications (books, journals, magazines) from the past two years, and/or excerpts of up to 5 pages per artist, not to exceed 20 pages total.

**Media:** One CD/cassette or DVD/video (5 minutes) cued appropriately.

**Multidisciplinary Arts:** Maximum of 20 slides or images in a DVD/CD, or one CD/cassette or DVD/video (5 minutes) cued appropriately.

**Music:** Submit a CD/cassette (5 minutes). If using a cassette, use only one side of tape cued appropriately. Choruses: Include at least one unaccompanied selection. You may submit a DVD/video.

**Theatre:** Submit a DVD/video (5 minutes), or 10 photos, or up to 20 slides/images in a DVD/CD.

**Visual:** Submit a CD/DVD or 20 slides maximum. At least 2 copies of recent catalogues, if appropriate.

## **How to Submit Samples of Artistic Work**

Make sure the sequence of your artistic work samples matches the description on your log sheet. It is critical for panelists to be able to correlate this information to your submitted work samples. **If submitting DVDs, these should be organized in chapters, or bookmarked.**

As an alternative to mailing your work samples in the required formats, we encourage you to prepare excerpts of your work samples online (your website, YouTube, MySpace, Flickr, etc.) and include corresponding web link in your log(s) of artistic work. Make sure to fill out your work sample descriptions in related logs. CPV panel will use this link to review your work.

**VISUAL:** A CD/DVD or 20 slides maximum. At least 2 copies of recent catalogues if appropriate.

### **CD**

- Fill out corresponding log describing contents.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

### **DVD (organize in chapters or bookmark)**

- Samples should be clearly labeled electronically.
- Fill out corresponding log describing contents.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

### **Slides**

- Slides will be presented to panel in pairs (1 & 2, 3 & 4, etc.)
- Label each slide with the following: slide #, name of organization & artist, and indicate top with a dot or arrow in upper right-hand corner.
- Enclose slides in a clear plastic slide file sheet. Use plastic or sturdy cardboard mounts only (applicant's name should appear on the slides file sheet).
- Fill out corresponding log describing slide contents.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

## **DANCE, THEATRE, MUSIC, MEDIA, INTERDISCIPLINARY, & MULTIDISCIPLINARY**

### **DVD (organize in chapters or bookmark)**

- Samples should be clearly labeled electronically.
- There must be no fade-outs.
- Where possible, reduce the length of the applause, verbal commentary, etc.
- Label DVD and its case with applicant's name.
- Fill out corresponding log describing contents.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

### **Video**

- Must be in VHS format.
- If longer than 5 minutes, cue to a segment for the panel to view & label tape as cued.
- Label tape and box with applicant's name.
- Fill out corresponding log.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

### **CD or Audio Tape (for music)**

- Label all CDs or cassettes with applicant's name & artist's name.
- Identify track number(s) on CD or cue up a 5-minute segment work (on cassette) you want panel to hear.
- Entire compositions need not be included. Sections or movements are acceptable, but there must be no fade-outs, post-recording edits, or cutoff to interrupt the music.



- Where possible, reduce the length of the applause, verbal commentary, etc.
- Fill out corresponding log.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

## **LITERATURE**

**At least 6 copies of publications (books, journals, magazines) from the past two years and/or:**

- Submit excerpts of up to 5 pages per artist, not to exceed 20 pages total.
- Samples must be computer printed or typed on 8 ½ by 11 paper.
- Label each page with the arts organization & artist's name. Indicate date and name of publication, if applicable.
- If the work is intended to be performed, a 5 minute video sample may also be submitted.
- If submitting a CD, DVD or video, follow the requirements for audio or video above.
- Fill out corresponding log.
- SEQUENCE OF WORK MUST CORRESPOND TO LOG SHEET.

## **Cue your video and audiotapes and indicate so on your tape!**

Be sure to include descriptive logs with your artistic work samples to be mailed.

Contact Lucero Arellano, CPV Program Specialist, if you need further clarification ([larellano@cac.ca.gov](mailto:larellano@cac.ca.gov), 916/322-6338).

## CHECKLIST

### III. Your application packet should include the following:

- ◆ CPV 2008-09 Application with Schedule of Arts Programming for Current Fiscal (2008-09) or Calendar (2008) year.
- ◆ California CDP Funder Report for CPV.
- ◆ Corresponding Log(s) describing Artistic Work.
- ◆ Supplemental Forms & Attachments:
  - Short bios (not resumes) of key Artistic & Administrative personnel, including any personnel to be hired with CPV funds (label as such on the page) (1 page, single space).
  - Current list of Board of Directors with name, occupation, & city (1 page, if applicable).
  - Up to three (3) different supplemental materials generated within the past two years that best portray your organization, and provide an overview of current and last season's arts programming. These may include brochures, programs, newsletters, support letters, etc.
- ◆ Documentation of Artistic Work: Audiovisual samples (CD, slides, DVD, cassette, or video) that best represent your recent arts programming (last two years). To have audio/visual materials returned, you must enclose a stamped, self-addressed envelope. **Do not send originals or your only copy of documented work.** As an alternative to mailing your work samples, we encourage you to prepare excerpts of your work online and place in a special area in your website, YouTube, MySpace, Flickr, etc., with corresponding web link in your log(s) of artistic work.

### IV. Make eight (8) copies of your proposal with corresponding attachments, including original. Use paper clips to keep each set separate and intact. Pages must be double-sided, 8 ½" x 11". **Write CPV, followed by your discipline on the cover of your package and mail no later than January 23, 2009 (postmark deadline)** to:

Lucero Arellano, CPV Program Specialist  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814

**Submit your CPV application online by January 23, 2009.**

## PROJECT DESCRIPTION & BUDGET DEFINITIONS

(Refer to page 6 of CPV application)

### **Line Item**

### **Category**

#### 1. Artistic - Salaries

Personnel Expense

Description: This line item includes artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, guest artists, puppeteers, and artistic consultants.

#### 2. Administrative - Salaries

Personnel Expense

Description: This line item includes program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical, maintenance and security staff, ushers, box office personnel, administrative consultants.

#### 3. Technical - Salaries

Personnel Expense

Description: This line item includes technical directors, wardrobe, lighting, and sound crew, stage managers, stagehands, exhibition preparators, video and film technicians, and technical consultants.

#### 5. Operating/Production Expenses

Production Expense

Description: This line item includes space rental, equipment rental, regranting, travel (instate), supplies, postage, printing, and phones.

# ORGANIZATION'S ANNUAL BUDGET SUMMARY INSTRUCTIONS

(Refer to page 7 of CPV application)

## Definitions

### I.A. Earned Income May Include

- Admissions: Revenue from admissions, tickets, subscriptions, etc.
- Touring: Revenue from touring activities.
- Contracted Services: Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- Tuition/Workshops: Revenue from sale of services (usually to individuals), such as classes, workshops, and training.
- Product Sales: Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- Investment Income: Dividends, interest, capital gains and their proceeds, including earnings from endowments.
- Other: Other sources, if any, such as *net* income from bookstores, restaurant, or other non-program-related activities.

### I.B. Contributed Income May Include:

- Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA program is the source of a grant.
- State Government: Cash support (other than this request) from the CAC or other state agencies.
- Local/Municipal Government: Cash support from grants or appropriations by city, county, instate regional and other government agencies.
- Individual Contributions: Cash support from private individuals; e.g., donations from patrons, boards of directors, etc.
- Business/Corporate Contributions: Cash support.
- Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 6.)
- Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
- Fund-raising: Include *gross* proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.

### II.A. Personnel Expenses: Include salaries, wages and benefits for employees, payment to consultants.

- Artistic/Administrative/Technical: For full-time, include all year-round and permanent staff; for Other, include all part-time, project based, seasonal, collaborating, and consulting personnel.

### II.B. Operating Expenses May Include

- Facility Expenses/Space Rental: Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include nonstructural renovations and improvements. *Do not include capital expenditures.*
- Marketing: Marketing, publicity, and promotion, not including payments to personnel listed above. (II.A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- Production/Exhibition: Costs of artistic production, including: electricity, storage, photo supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under Travel.
- Travel: All travel connected with personnel, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- Fundraising Expense: Total cost of fundraising activities. Fundraising expenses should relate to fundraising events included in Contributed Income.
- Other Operating Expenses: Include loan payments, interest charges, miscellaneous administrative expenses not covered above: yearly acquisitions budget; insurance; structural improvements. Include separate attachments listing items and amounts.

### III. Surplus Income (Deficit): Enclose deficit figures within parentheses.

## **Organization's Annual Budget Summary Instructions (Continued)**

*(Refer to page 7 of CPV application)*

- III. Operating Surplus (Deficit): Enclose deficit figures within parentheses.
- IV. Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For actual, current and projected years, this figure should correspond to line VII of the previous column.
- V. Accumulated Surplus: Add item III, plus item IV, if appropriate.
- VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.
- VII. Balance at Year End: Carry this figure forward to line IV of the next year.
- VIII. Balance of Endowment Fund: Indicate the balance of the organization's endowment fund. Provide notes detailing major increases and/or decreases to fund.
- IX. Cash Reserves: Indicate the balance, with notes detailing major increases and/or decreases.
- X. Balance of Non-operating Capital Funds: Such as construction or building funds. Provide notes detailing major increases and/or decreases to fund.
- XI. Loans/Lines of Credit: Indicate the balance of all outstanding loans. Provide notes detailing the reason for the loan, the organization's repayment plan, and term of the loan.
- XII. In-Kind Contributions: Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services (artistic, administrative and technical). If the total exceeds 10% of total income (line 17), attach a schedule.
- XIII. Pass-Through Funds: Include any funds received as a fiscal agent for the benefit of other organization(s).

## HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

The CPV deadline for both, mail and electronic submission is January 23, 2009. Fill out CPV Application Form with Schedule of Arts Programming for current fiscal or calendar year; follow with California CDP's Funder Report for CPV, corresponding log(s) describing artistic work and Supplemental Forms and Attachments as applicable.

Illustrated below is the order in which the CPV Application and Supplemental materials (with artistic work) must be assembled.

### **Step 1. Gather Application Components.**

A	B
<p>CPV 2008-09 Application (with Schedule of Arts Programming),</p> <p>California CDP Funder Rpt. for CPV</p> <p>and Corresponding Log(s) of Artistic Work</p>	<p><b>Supplemental Forms &amp; Attachments</b></p> <ul style="list-style-type: none"><li>• Short bios for key Administrative &amp; Artistic Personnel. If hiring personnel through CPV, include a short bio and label as such (1 page maximum).</li><li>• Board of Directors list (1 page maximum, if applicable).</li><li>• No more than three (3) different supplemental materials generated within the last two years that best portray your organization. (A total of 8 sets, each accompanying your original &amp; required application copies).</li></ul> <p><b>Documentation of Artistic Work (mandatory)</b> As an alternative, we encourage you to include a link to an internet site featuring your work (with corresponding description log) such as your website, YouTube, MySpace, Flickr, etc.</p> <ul style="list-style-type: none"><li>• Audiovisual samples (CD, slides, DVD, cassette, or video) with corresponding description logs as applicable. To have audio/visual materials returned, you must include a stamped, self-addressed envelope. (do not send originals or your only copy)</li></ul>

**Step 2. Make eight (8) copies of your proposal (A & B) including original. Use paper clips to keep each set separate and intact. Pages must be double-sided, 8 ½" x 11". Write CPV & your discipline on the cover of your package, and mail package by the deadline (postmarked) to:**

Lucero Arellano, CPV Program Specialist  
California Arts Council  
1300 I Street, Suite 930  
Sacramento, CA 95814

**Step 3. Submit your online application by January 23, 2009.**